

SANITATION FOREMAN

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility in a municipality for scheduling refuse collections and assigning sanitation men and vehicles to routes. Supervision of incinerator and/or landfill operations may also be a responsibility of this position. Work is performed under the supervision of the Commissioner or Superintendent of Public Works who determines general policy only. Supervision will be exercised over working foremen, sanitation men and possibly landfill and incinerator laborers.

TYPICAL WORK ACTIVITIES:

1. Determines most efficient methods of assigning work, scheduling and routing;
2. Maps out all sanitation routes;
3. Assigns men and equipment to routes;
4. Checks to see that sanitation men are at their work stations and performing properly;
5. Makes sure there are replacements when regular personnel are sick or absent;
6. Receives and investigates complaints regarding the collection of refuse;
7. Informs householders regarding use of proper containers and schedules of collections;
8. Supervises the cleaning and maintenance of vehicles and other equipment;
9. Requisitions supplies;
10. Keeps detailed records and makes reports on work completed;
11. May direct the operations at an incinerator;
12. May direct the operations at a landfill site;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of refuse collection and disposal; ability to plan and supervise the work of others; ability to communicate and deal effectively with others; ability to keep records and make reports; good judgment; tact; initiative, resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma *and* four years of responsible work experience in a public or private agency in charge of refuse and/or waste collection, disposal and/or treatment, two years of which involved supervisory and administrative duties.

SV3404

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